



**Calvin, Giordano & Associates, Inc.**  
**Engineers Surveyors Planners**

September 9, 2003

Mr. Doug Drymon  
Town Manager  
Town of Lake Park  
535 Park Ave.  
Lake Park, FL 33403

**RE: SCOPE OF SERVICES FOR PLANNING AND ZONING  
MANAGEMENT**  
CG&A Proposal No. 03-4100

Dear Mr. Drymon:

We are pleased to submit this Scope of Services to provide professional planning services in connection with providing day-to-day ongoing planning and zoning functions to the Town of Lake Park.

**PROJECT DESCRIPTION**

These services are provided as two separate tasks. It should be noted that Task II is contingent upon the implementation of Task I, which is a complete re-organization of the department and its processes. Task II includes reviewing and processing applications for official zoning map amendments, variances, comprehensive plan amendments; developing policies and procedures for easier public access to planning and zoning related information; and acting as a liaison between the Town, the public and all local and state planning departments.

**Task I: Comprehensive Departmental Re-Organization**

- Research all of the Town's records to develop and update the future land use atlas and zoning district map.
- Oversee the development, maintenance and updating of the Town's future land use atlas and zoning district map as required by local and state agencies and provide those maps in a digital format;

**Reply to:**

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- Develop policies and procedures relative to all planning and zoning activities, develop schedules and time frames for processing all land development activities including but not limited to rezoning petitions, plat and site plan applications and all other requests presented to City Council;
- Update the Code of Ordinances specific to the policies that strictly facilitate the re-organization of the department, all other requests by the Town Commission or Town Manager for any code revisions will need to be addressed under separate contract.
- Define the development approval process and information submittal requirements for: site plans; special exceptions, Planned Unit Development; variances, special applications, mitigation funds, expansion of non-conforming uses.

#### Task II: Daily Operation of Community Development Department

- Staff the department with 2 full-time employees and provide a Community Development Director for a scheduled 20 hours per week. (Please see attached flow chart)
- Maintain the updated future land use atlas and zoning district map;
- Provide central intake services for applications for zoning approvals;
- Provide review for conformity with the Town Code of Ordinances for building permit and occupational license applications. Calvin, Giordano, & Associates, Inc will not be responsible for the intake and processing of building permit and occupational license applications.
- Review all zoning inquiries for conformity with the Town Code of Ordinances. Issue information in writing to inquirer, update Town data base with letter information;
- Conduct a final review of as-built plans prior to issuance of a certificate of occupancy for conformity with the Town Code of Ordinances and the approved site plan;
- Provide general information to the public regarding all land development activities and processes within the Town;
- Maintain records of all department activities;
- Attend staff meetings, Town Commission meetings, and Planning and Zoning Board meetings. Provide professional representation to the Commission and Boards with power point presentations, expert witness testimony if necessary;

- Supervise and coordinate the building permit process with respect to other consultants retained by the Town. The building department's consultant or Town Staff will cover all administrative services necessary for the operation of the building department.
- Provide written information to City Manager and City Council Members on all relevant and applicable planning issues per their request;
- Provide a review of Occupational Licenses for conformity with the Town Code of Ordinances. All administrative functions and the collection of Occupational License fees, will be handled by the Town's staff;
- Implement the approval process and information submittal requirements for: site plans; special exceptions, Planned Unit Development; variances, special applications, Mitigation funds, expansion of non-conforming uses.

NOTE: Items reviewed pursuant to the cost recovery process and special projects are not included within this scope of services. Cost recovery review process will include, landscape architectural design review, drainage, paving, & grading review, and traffic engineering review, etc. and will be treated separately from this proposal. This process will be required for all land development applications including, but not limited to land use plan amendments, rezonings, plats, site plans, variances and modifications to plats and site plans. These costs are totally paid by the applicant and cover the actual full cost of staff review.

Special projects such as the preparation of a comprehensive plan, applications for land development prepared on behalf of the Town of Lake Park, research or studies will be dealt with under a separate proposal and contract with the Town. This proposal is strictly based on the day-to-day planning and zoning activities of the Community Development Department.

Calvin, Giordano & Associates will provide desktops for our two full-time staff and will provide a laptop for use of the director. Calvin, Giordano, & Associates will pay for continuing education courses, certifications, and seminars for Calvin, Giordano staff only. We will also provide GIS software for Calvin, Giordano planners only and they will have the use of the company GIS department to ensure planning and zoning maps are kept current. This will be the maximum extent of GIS information provided under this contract.

All additional GIS related needs' of the town will be dealt with under a separate proposal as required.

NOTE: If it is determined, at some future time, that the workload of the Community Development Department does not support the need for the proposed staffing levels, Calvin, Giordano & Associates, Inc. and the Town Manager will renegotiate the staff levels and compensation accordingly.